

## Board Policies Covering All Classified Employees

### **Board Policy No. 4207: SALARY RULES**

A. The Board shall adopt a salary schedule for all classified employees.

B. Regular Rate Of Pay:

The regular rate of pay for each position shall be in accordance with the rates established for each classification as provided for in the salary schedule adopted by the Board.

C. Initial Placement On The Salary Schedule

Initial placement on the Salary Schedule is based upon any year(s) of similar outside work experience. Commencing July 1, 2021, all new classified employees may receive credit with regard to step placement on the Salary Schedule for outside work experience up to a maximum of four (4) years, as determined by the Superintendent. An exception to this policy may only occur with the approval of the Governing Board.

D. Salary Step Advancement:

Employees shall be eligible to advance one step on the salary schedule each year effective July 1, but only if in the prior year the employee worked full time for at least seventy-five percent (75%) of the employee's assigned work year. Regular advancement shall be based primarily on satisfactory job performance. The Superintendent shall investigate any evaluation report before denying an employee step advancement.

E. Promotions:

When an employee is assigned to a position in a classification with a higher maximum salary than the employee's previous class, the employee's salary shall be adjusted to the minimum (Step 1) of the new classification; provided, however, that if the minimum of the new classification is lower than the employee's existing salary, the employee shall be assigned to a step in the new class which is the next higher dollar amount above the employee's existing salary.

F. Reclassification:

When a job class is moved from one salary schedule classification to another, all employees whose positions are allocated to the class shall be adjusted to corresponding step in the new classification.

G. Re-employment:

Pursuant to Education Code section 45309, any permanent classified employee who voluntarily resigns from a permanent classified position may be reinstated or

re-employed by the Governing Board, within 39 months after his last day of paid service and without further competitive examination, to a position in the former employee's classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status. If the Governing Board elects to reinstate or reemploy a person as a permanent employee under the provisions of this Board Policy, it shall disregard the break in service of the employee and classify that employee as permanent and restore to that employee all of the rights, benefits and burdens of a permanent employee in the class to which that employee is reinstated or reemployed.

Legal Reference:

Education Code sections 45160, 45309

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Reviewed By The Board: January 13, 2005; May 17, 2007; December 11, 2008

Dates Policy Revised By The Board: August 12, 2021, October 14, 2022